



EMPLOYMENT OPPORTUNITY

Vuntut Gwitchin Citizens Advocate/Administrative Assistant Whitehorse Office

The Job

Reporting to the Executive Assistant to the Chief this position provides advocacy support for VGFN citizens living in Whitehorse; prepare VGFN citizens to access services from various agencies, such as Social Housing, Social support network systems and employment & training opportunities. Position provides office and reception services for the Whitehorse office and provides administrative support to Chief & Council and other government departments as required from the Whitehorse office.

Qualifications

The ideal candidate will hold a Certificate or diploma in office administration with some experience in social justice and/or administration or the equivalent in experience with relevant course work. The ideal candidate will also have knowledge of effective office procedures and using computer programs such as Windows, Internet, E-mail, work processing, Excel and PowerPoint; You must have the ability to problem solve and assume responsibility, prioritize tasks, and meets deadlines; ability to organize meetings and events; You must be able to work independently and in a team understanding that building collaborative relationships is essential; Excellent interpersonal skills to meet and greet the public in a positive helpful manner and communicate effectively both orally and in writing. Knowledge of Social support programs available in Whitehorse is an asset.

Pay Range

\$44,264 - \$53,117 (\$26.19-\$31.43 hourly) per annum plus an excellent benefit package

This is a full-time position based on 32.5 hours per week. (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m)

A detailed job description is available at: <http://www.vgfn.ca/employment>

Closing Date: June 3rd, 2011 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Cheryl Charlie
Manager, Human Resources
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
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